



## **PORCH** Permit Submittal Information

### ***Required documents:***

1. Completed and signed Building Permit application with Email addresses.
2. Provide 2 site plans **to scale** indicating the location of the porch from all property boundaries.
  - a. **Arborist** – Tree Inventory Plan
    - i. Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.
    - ii. If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement”.
  - b. **Zoning** – Lot Coverage Information
    - i. Provide the lot coverage calculations for the Zoning review that includes the amount of additional lot coverage created by the square footage of the porch.
    - ii. If the work is in-kind [replacement like for like], evidence of the existing characteristics will be required.
      1. Survey is preferred or provide photos for residential projects with the site plan.
3. Provide 2 sets of building plans **to scale** showing detail drawings illustrating the porch attachment method to the residence, the method and materials of construction, including the footing, stair detail, handrail detail, etc.
4. Provide framing plan illustrating the porch roof connection to the existing roof.

### ***Submit to:***

1. Zoning
2. Arborist
3. Building

### ***Required approvals:***

1. Zoning
2. Arborist
3. Building

### ***Required Inspections:***

1. Footings
2. Rough-in framing – Building
3. Final - Arborist
4. Final – Electrical
5. Final – Building – All finals for every permit must be completed before building final can be requested

### ***Permits required.***

1. Electrical
2. Building